

**OFFICE OF HUMAN RESOURCES**  
**REVISED PROCEDURES FOR PROCESSING AWARDS**  
**October 31, 2005**

These procedures are applicable to all TSA organizations. They eliminate the need for an organization to prepare and submit a Request for Personnel Action, Standard Form 52 (SF-52) for awards. SF-52s are no longer accepted for the processing of cash and time off awards. Any SF-52s submitted will be returned to the originating organization.

Additionally, paper copies of the Award Processing Form are no longer accepted. The procedures below detail the electronic approval and submission process in place since October 15, 2004.

Employees may receive cash and/or time off awards for performance of an exemplary act; service related to their official employment; and for meeting or exceeding performance expectations. The amount of the award should be based on the employee's contribution.

Additional information on the TSA Awards and Recognition Program and the guidelines for determining appropriate award amounts may be found in HRM Letter 451-2, Awards and Recognition Policy, at:

[http://tsaweb.tsa.dot.gov/intraweb/assetlibrary/HRM451\\_2.pdf](http://tsaweb.tsa.dot.gov/intraweb/assetlibrary/HRM451_2.pdf) or  
[http://www.tsa.gov/interweb/assetlibrary/HRM451\\_2.pdf](http://www.tsa.gov/interweb/assetlibrary/HRM451_2.pdf).

**PROCEDURE FOR PROCESSING AWARDS:**

**Step 1: Cash and Time Off Award Recommendation Form**

- Once the decision to grant an award has been made, it must be documented on the "Transportation Security Administration Cash and Time-Off Award Recommendation" form. The form can be found at:  
[http://tsaweb.tsa.dot.gov/intraweb/assetlibrary/Recommendation\\_Form2.doc](http://tsaweb.tsa.dot.gov/intraweb/assetlibrary/Recommendation_Form2.doc).
- The appropriate justification and approval signatures must be included on each employee recommendation. Approval signatures may vary by organization and are determined by internal delegations of authority. The responsibility for obtaining approval signatures is with the originating organization (e.g., headquarters office, airport, other field office).
- A copy of the recommendation form is to be maintained by the originating organization in the awarded employee's Employee Personnel Folder (EPF).

**Step 2: Awards Processing**

- Once the recommendation form is completed and signed by the appropriate officials, the information about each award must be input into an "Award Processing Form." Cash awards and time-off awards may be included on the

same form. The form is available on TSA HR Services Online at: <https://tsa.hrservices.accenture.com> under HR Tools, TSA HR Policy & Procedural Guidance in the Performance Management & Awards section.

- A completed “Award Processing Form V2” is the only form to be submitted to TSA HR Services for award processing. The form **MUST** be sent electronically to TSA HR Services; paper copies will NOT be accepted.
- The Award Processing Form must include the following information when it is submitted to TSA HR Services for processing:
  - ***Organization Name*** (plus airport code, as applicable)
  - ***Name, Title and Phone Number of the Approving Official*** – The approving official may be the Assistant Administrator, Office Director, or other delegated management official (i.e. Area Directors and FSDs). HRM Letter 451-2 and internal organizational delegations establish guidance on the award amounts that approving officials are authorized to grant. ***Airports may not delegate this authority below the levels authorized by Aviation Programs.***
  - ***Name, Title and Phone Number of HR Contact*** – This is the organization’s human resource point of contact for questions or concerns.
  - ***Proposed Effective Date of Award - format as (MMDDYYYY) - The date that the Form is submitted to TSA HR Services*** (the actual effective date will be determined during the award processing)
  - ***27-Character Accounting Distribution Code*** – ***This is a unique identifier for each office, obtained from information provided by the Office of Financial Management***
  - ***Employee’s Full Name - Last Name, First Name, MI***
  - ***Employee Social Security Number - (NO dashes or spaces)***
  - ***Reason for Award*** – ***Select from drop-down menu***
  - ***Dollar amount*** – ***The dollar amount (e.g. \$25) for cash awards***
  - ***Hours*** – ***The number of whole hours (e.g. 2) for time off awards***  
Cash and time off awards may be included on the same Award Processing Form for the same employee or different employees.
  - ***Effective Date*** – ***No data can be entered here by the submitting office***

- Once the Award Processing Form is completed it must be sent by e-mail from the Approving Official's e-mail address to: [TSA.HR.Services.SF52@Accenture.com](mailto:TSA.HR.Services.SF52@Accenture.com). **All forms must be sent from the email address of the Approving Official. The subject line of the email must read "TSA Award Submission, followed by the organization name or airport code and the date"** (e.g., TSA Award Submission LAX – 10-15-04 or TSA Award Submission, Office of Human Resources 10-15-04). The e-mail will serve as an electronic signature for the award recommendation. *Forms received from anyone other than the Approving Official will not be processed.*

**IMPORTANT NOTE: Only electronic Award Processing Forms may be sent to the TSA HR Services e-mail address. Do not send questions, comments or other documents to this e-mail address. Anything other than Award Processing Forms will be deleted without a reply or response.**

- TSA HR Services will use the electronic Award Processing Form to process the awards and generate the **Notice of Personnel Action, Standard Form 50 (SF-50)**.
- The Awards Processing Form will not be maintained in the employee's Official Personnel Folder. The SF-50 will serve as the official document of record and a copy will be placed in the employee's OPF.
- **NOTE:** Originating organizations are reminded that for record keeping, tracking, and review purposes, copies of the Award Processing Form, the Recommendation Form and applicable award justifications must be maintained.

### **Step 3: Recognition Certificates**

- Framed or unframed Certificates of Recognition may be presented to employees who receive cash awards and time off awards. It is not a requirement. Organizations should be consistent when determining if they will or will not issue Certificates of Recognition. In addition, the Communication and Public Information Office must clear the design of any airport or organization specific Certificates of Recognition before they are issued.